

3 August 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Report for the
Week Beginning 24 July 1972

1. Courses

a. Language

(1.) Requirements for training have been received from most offices in the Agency. If the projections hold—and we have no reason to believe otherwise—there will be increased attendance in Greek, Lao, Thai, and Portuguese. Chinese training promises to pick up—possibly the result of our announcement that we are starting such classes at Headquarters. There are also some requirements for languages which we do not teach but which the Language Development Committee has identified as in short supply: (e. g. Korean, Burmese, Hindi, and Hungarian). These requirements will have to be handled at external facilities, most likely at FSI.

(2) The recent review (not yet published) of government language training by the Government Accounting Office carries the proposal that the Secretary of State take the leadership "to establish an interagency committee whereby language training resources can be authorized to the maximum extent by all benefiting agencies." It also recommends that agencies with R&D programs "expand their efforts toward more systematic coordination." Dr. Frith of FSI has invited C/LS and other members of the government language teaching community to meet on 17 August to explore ways of improving the exchange of information. We foresee the end of the Interagency Language Roundtable and more of an official approach to improving coordination on problems of mutual interest.

b. The response to the OTR Special Bulletin No. 14-72 on the Information Science Training Program is excellent. OTR has already registered 12 Agency employees for the first course on Information Science for Intelligence, to begin on 11 September; four additional people are already registered from NSA. The maximum number for the course is 28; we expect to reach this figure well before the opening date.

c. In response to a request from the Chief of the Domestic Contact Service, we are assisting in arranging a program for the DCS field chiefs who will be convening at Headquarters for the two weeks beginning 8 October. The program will consist of a morning or two of presentations on the

changing U. S. business scene; the presentations to be given by outside speakers. It is planned to hold the sessions in the main Auditorium. A memorandum describing the program will be forwarded when plans are firm.

d. The course, Project Officer in the Contract Cycle, which ended on 21 July, was considered by the staff to have been 'the best yet'.

Comments by students bear out the staff's assessment. Plans for the next class during the week of 6 October include our conducting it [REDACTED] 25X1A

25X1A If holding it [REDACTED] improves the course still further, subsequent sessions also will be scheduled there.

2. Notes

25X1A [REDACTED] Chief, Film Production Branch, who served as Production Advisor for the Office of Security film, reports that the film is being edited and should be available to the Agency in early September.

The film is expected to run about 40 minutes. In Hollywood with [REDACTED] 25X1A

25X1A were two technical advisors from the Office of Security and a crew of fifteen. . . . [REDACTED] will report to the Support School on Monday,

21 August, to assume responsibility for training in records management.

His first workshop on the subject is scheduled for 26 September. . . . [REDACTED] 25X1A

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[REDACTED]
as the Security Officer. [REDACTED] is being reassigned as SO/NE Division 25X1A

The Foreign Affairs Executive Seminar scheduled to begin 11 September has two candidates: one from OCI and one from OTR. . . . Nine officers from

State Department, Secret Service, and FBI attended the Defensive Driving program on 27 July.

3. Guest Speakers

No guest speakers are scheduled in OTR courses for the week of 6 August.



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HUGH T. CUNNINGHAM
Director of Training